CITY OF BEAVERTON
Crime Analyst

General Summary

Perform a variety of criminal and administrative analysis for the Police Department. Develop and/or modify a variety of computer applications to meet department needs police intelligence tasks.

Key Distinguishing Duties

Overall responsibility for analyzing data.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Design, structure, develop and test Police Department tracking systems and programs, including advanced database applications. Analyze data, identify issues and make recommendations as necessary.

2. Analyze data and resources to determine the most effective compilation and analysis of police data. Coordinate with department staff.

3. Perform research and statistical analysis of department-wide administration and operational programs. Develop statistical information and make recommendations based on analysis.

4. Perform police crime/intelligence analysis.

5. Assist staff in evaluating performance and program effectiveness and recommend action for improvement as necessary.

6. Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.

7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Uphold the department's community oriented policing philosophy.

8. Produce an acceptable quantity and quality of work that is completed within established timelines.

9. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and

external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.

10. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required.   Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.

11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, coworkers and the general public.

12. Follow standards as outlined in the Employee Handbook.

13. Participate in the City Emergency Management program including classes, training sessions and emergency events.

14. Support and respect diversity in the workplace.

Other Functions

1. Serve as Police Department liaison to the Information Services department and as a knowledgeable resource to staff on information systems issues. Train staff in systems and software usage.
2. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
3. Perform related duties of a similar scope and nature.

Knowledge Required

♦ Advanced knowledge of computer programming languages and database structure.
♦ Advanced knowledge of research methodologies.
♦ Working knowledge of practices and principles of criminal analysis and law enforcement.
♦ Working knowledge of the laws and regulations governing criminal analysis and law enforcement.
♦ Basic knowledge of practices and principles of public/business administration practices and decision-making.
♦ Working knowledge of strategic planning methods with an emphasis on services related to criminal analysis.
♦ Basic knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

♦ Advanced skill in compiling and analyzing data.
♦ Advanced ability in designing custom applications.
♦ Advanced ability to perform statistical analysis.
♦ Strong skill in conceptual analysis and policy/program development and implementation.
♦ Ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.

- ♦ Ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ♦ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ♦ Advanced ability to apply excellent internal and external customer service skills.
- ♦ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ♦ Expert ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Associate's degree in criminal justice, information systems technology, or a related field, and 3 years experience in criminal justice or crime prevention or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ♦ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen for 2 plus hours at a time; daily use of a keyboard or similar device; occasional lifting, moving or carrying objects between 20 and 50 pounds; occasional crouching, bending, or kneeling.

Classification History

As of 10/97: Police/Crime Analyst
Revised: 12/07
New class specification title 1/98: Crime Analyst
Revised: 11/04
Revised: 1/1/09

Status: M3
FLSA: Non-Exempt

_____   _____

Department Head Signature   Human Resources Signature

_____   _____

Date   Date